Safe and inclusive events best practices

All events that are fully or partially funded by TASA, and non-TASA funded events that carry TASA branding, should demonstrate a commitment to safe and inclusive events best practices.

Safe and inclusive event initiatives should be actively promoted for awareness and cooperation.

This would include the following where feasible:

Safe event practices:

- Explicit statement in the event communications and materials regarding a commitment to inclusion and diversity, and TASA code of conduct. This information is displayed at the registration desk and other locations in the venue. Reusable, laminated versions of these statements will be made available by TASA.

- Registration should include a statement that this is an inclusive event.

- Check whether event venue is covered by the Respect.Now.Always initiative if held on a university campus.

- TASA Staff trained in Mental Health First Aid for large events like conferences.

Child friendly events:

- Allocate spaces for parents with strollers with "reserved" signs.

- Registration should include a statement that this is a child friendly event.

- Registration should include an option for parents and guardians to register child/ren. Option for selecting preferred pronouns, as well as whether a child-friendly lunch pack and name tag is needed for the child/ren.

Venue:

- Quiet rooms for:
  - 'time out'.
  - faith/praying purposes.

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- o Lactation/nursing room (must have microwave & fridge facilities).

- o Parent's room.

- Gender neutral bathroom facilities (and signposted as such).

- Roving microphones to be used at keynotes and plenaries.

- Ensure venues are accessible and inclusive of people with disabilities.

- Ensure seating in social spaces.

- Explore whether a hybrid / virtual option is feasible for accessibility.

Conference materials

- Gender pronouns option as part of registration and to be included on nametags.

- Conference materials must have inclusive language and visual messaging such as maps.

- Accessible maps (location of event venues and accessible, inclusive facilities) must be in the conference materials.

- Explicit statement in conference communications regarding a commitment to inclusion and diversity, and TASA code of conduct.

Welcome to Country (or Acknowledgement of Country where WtC not possible), keynotes, and plenaries

- Welcome to Country or Acknowledgement of Country must be a meaningful part of the event.

- Need to ensure diversity and representation for keynotes and plenaries.

- Consider virtual keynotes for international keynotes or keynotes who cannot travel for accessibility / health / carer reasons, for example.

- Accessibility for keynotes and plenary speakers:

- o Auslan for keynote presentations.

- o Hearing loop in these venues.

- o Live captions for events that take place on Zoom.

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